



THIKA TECHNICAL TRAINING INSTITUTE

P.O BOX 91 THIKA TEL:020-2044965

E-MAIL: info@thikatechnical.ac.ke , thikatech@yahoo.com

Website: www.thikatechnical.ac.ke



ADVERTISEMENT FOR VARIOUS VACANCIES

Applications are invited from interested and qualified persons for the following vacant positions: -

DATE: 19/10/2026

S/NO	VACANCIES REF. NOs.	POSITION	POST
1.	TTTI/BOG/HRMO/01/10/2026	Human Resource Management Officer	1
2.	TTTI/BOG/SCMO/02/10/2026	Supply Chain Management Officer	1
3.	TTTI/BOG/IA/03/10/2026	Internal Auditor I	1
4.	TTTI/BOG/SCA/03/10/2026	Supply Chain Management Assistant I	1
5.	TTTI/BOG/AT/04/10/2026	Applied Science Technician	1
6.	TTTI/BOG/MT/05/10/2026	Mechanical Engineering Technician-Production Option	1

Terms of engagement

- Terms: Three Years
- Salary: As per the approved TTTI salary structure

NB: For more details visit the Institute website: www.thikatechnical.ac.ke

Application letter, detailed Curriculum Vitae, photocopies of National Identification Card, professional and academic certificates, transcripts and testimonials, **should be** Clearly addressed to: -

The Chief Principal,
Thika Technical Training Institute,
P. O. Box 91-01000.
Thika.

The applications should reach the undersigned not later than **Friday, 6th November 2026.**

Please Note that Only shortlisted candidate will be contacted. People With Disabilities are encouraged to apply. Thika Technical Training Institute is an equal opportunity employer.





THIKA TECHNICAL TRAINING INSTITUTE

P.O BOX 91 THIKA TEL:020-2044965

E-MAIL: info@thikatechnical.ac.ke , thikatech@yahoo.com

Website: www.thikatechnical.ac.ke



ADVERTISEMENT FOR VACANT POSITIONS

Applications are invited from interested and qualified persons for the following vacant positions on a three-year contract

TTTI/ADM/ADVERT/03/2026

DATE : 19/10/2026

**1. HUMAN RESOURCE MANAGEMENT OFFICER –1 POST
(TTTI/BOG/HRMO/01/10/2026)-TTTI JG 10**

a. *Minimum Requirements*

- i. Bachelor's degree in Human Resource Management or a related field from a recognized Institution.
- ii. Master's Degree in the related field will be an added advantage.
- iii. Certificate in Certified Human Resource Professional (CHRP-K) or equivalent Professional qualification.
- iv. A member of the Institute of Human Resource Management (IHRM) or equivalent professional qualification and in good standing.
- v. Ten (10) years minimum Experience in the Human Resource Field or similar role.
- vi. Proficiency in computer use and applications.
- vii. A management course or leadership course lasting at least four weeks.
- viii. Having proven knowledge of Enterprise Resource Planning (ERP) System will be an added advantage.

b. Duties and Responsibilities

- i. Overseeing the development and implementation of human resource management and administration strategies, policies, guidelines and programmes/work plans.
- ii. Establishing and managing an efficient and effective, professional and sustainable human resource management system.
- iii. Overseeing the recruitment, selection and on boarding processes.
- iv. Coordinate the administration of salaries, allowances, benefits and other staff entitlements.
- v. Coordinating training and human resource development activities for TTTI;
- vi. overseeing the development of training projections and plans.
- vii. Organizing the validation and authentication of academic and professional certificates for TTTI staff in liaison with the relevant Institutions.
- viii. Overseeing and managing performance management and incentive systems;
- ix. Analyzing the utilization of human resource in the Institute and advising on proper deployment.

- x. Coordinating, monitoring and evaluating staff training and development programmes.
- xi. Ensuring Health, Safety, and Employee Wellbeing.
- xii. Any other assigned duty.

2. SUPPLY CHAIN MANAGEMENT OFFICER -TTTI/BOG/SCMO/02/10/2026-TTTI JG 10

Minimum Requirements

- i. Bachelor's degree in Supply Chain Management, Procurement, Purchasing and Supplies Management, or an equivalent qualification from a recognized institution.
- ii. Master's Degree in the related field will be an added advantage.
- iii. Be a member of the Kenya Institute of Supplies Management (KISM) or an equivalent professional body and be in good standing.
- iv. Hold the Certified Procurement and Supply Professional of Kenya (CPSP-K)
- v. Relevant experience in procurement, stores, inventory and contract management for at least ten (10) years.
- vi. Having successfully completed a management course lasting not less than four weeks (4) from a recognized institution
- vii. Proficiency in computer applications.

Duties and Responsibilities

- i. Prepare and implement the annual procurement plan in line with the approved budget and institutional needs.
- ii. Coordinate procurement processes in compliance with applicable laws and regulations.
- iii. Conduct market surveys, manage suppliers and ensure value for money.
- iv. Oversee contract management, stores, inventory and asset management, including disposal.
- v. Liaise with user departments and coordinate inspection and acceptance of goods, works and services.
- vi. Prepare procurement and inventory reports.
- vii. Ensure transparency, accountability and ethical conduct in procurement activities.
- viii. Supervise the staff involved in supply chain and monitor their performance.
- ix. Any other duty that may be assigned.



3. INTERNAL AUDITOR I –1 POST TTTI/BOG/IA/03/10/2026-TTTI JG 7

Minimum Requirements

- i. A degree in any of the following disciplines: Commerce (Finance or Accounting), Business Administration, Economics, Mathematics, Statistics, Or its equivalent from a recognized institution.
- ii. CPA graduate.
- iii. Member of professional body ICPAK .
- iv. Member of professional body IIA (Kenya chapter).
- v. Proficiency in computer use and applications.
- vi. Knowledge of Enterprise Resource Planning (ERP) System.
- vii. 3 years' work experience in a similar or related position.
- viii. Proven knowledge of auditing standards, procedures, law and regulations.

Duties and Responsibilities

- i. Carrying out audit inspections of Institute's records.
- ii. Carrying out audit checks and identifying any accounting errors.
- iii. Collecting data on periodical financial returns, estimates and expenditure.
- iv. Participating in developing and updating internal audit manual.
- v. Stocktaking and carrying out risk assessment, corruption risk assessment and anti-corruption awareness activities.
- vi. Examining vouchers, cashbooks, ledgers confirming the propriety and accuracy of the transactions.
- vii. Auditing systems and processes.
- viii. Undertaking audit assignments and preparing detailed audit observations and reports.
- ix. Carrying out institutional risk evaluation, and efficiency audit.
- x. Conducting financial and systems audit.
- xi. Selecting, evaluating and implementing risks mitigation strategies.
- xii. Compiling audit report to communicate audit findings.
- xiii. Any other assigned duty.

4. SUPPLY CHAIN MANAGEMENT ASSISTANT I -TTTI/BOG/SCA/04/10/2026-TTTI JG 6

a) Minimum Requirements

- i. Bachelor's degree in any of the following Supply Chain Management, Commerce (Supplies Management option), Procurement or its equivalent qualification from a recognized institution.
- ii. Member of the Kenya Institute of Supplies Management equivalent professional body and in good standing.
- iii. Three (3) years' experience in supply chain or relevant field.
- iv. Proficiency in computer use and applications.
- v. Demonstrated professional competence as reflected in work performance and results.

b) Duties and Responsibilities

- i. Assisting in preparing estimates of expenditure on supplies and services.
- ii. Assisting in preparing procurement plans and inventory control.
- iii. Assisting in reviewing up-dating, interpreting and implementing existing supply chain regulations, procedures and systems.
- iv. Assisting in coordinating and validating disposal of unserviceable stores.
- v. Assisting in preparing procurement and inventory reports for management.
- vi. Any other duty that may be assigned.

5. TECHNICIAN APPLIED SCIENCES–1 POST (TTTI/BOG/AT/05/10/2026)-TTTI JG 5

Minimum Requirements

- i. Diploma in Applied Science or its equivalent from a recognized institution.
- ii. Three (3) years' experience as Laboratory Technician will be an added advantage.
- iii. Basic knowledge of laboratory/workshop safety procedures.
- iv. Ability to follow instructions and work as part of a team.
- v. Proficiency in computer use and applications.

Duties and Responsibilities

- i. Supervise daily operations of laboratories and workshops.
- ii. Ensure all equipment, tools, and machinery are functional, calibrated, and safe for use.
- iii. Maintain organized and well-equipped learning spaces.
- iv. Monitor inventory of equipment and recommend procurement needs.
- v. Provide advanced technical guidance to instructors and students.
- vi. Demonstrate correct use of laboratory/workshop equipment and safety procedures.
- vii. Assist in designing, testing, and implementing practical exercises and projects.
- viii. Support innovation projects and technical research activities.
- ix. Enforce strict adherence to occupational health, safety, and environmental standards.
- x. Conduct risk assessments and implement mitigation measures.
- xi. Ensure proper handling, storage, and disposal of hazardous materials.
- xii. Perform complex maintenance and minor repairs on laboratory/workshop equipment.
- xiii. Liaise with external suppliers and service providers for major repairs and calibration.
- xiv. Maintain detailed service and maintenance records for accountability.
- xv. Prepare technical reports on laboratory/workshop activities, safety audits, and inventory status.
- xvi. Follow all health, safety, and environmental guidelines in the laboratory/workshop.
- xvii. Any other duty that may be assigned.

6. MECHANICAL ENGINEERING TECHNICIAN -PRODUCTION OPTION –1 POST

(TTTI/BOG/MT/06/10/2026)-TTTI JG 5

Minimum Requirements

- i. Diploma in Mechanical Engineering Production option or its equivalent from a recognized institution.
- ii. Have practical skills in CNC machine operation and CAD/ CAM.
- iii. Have demonstrated competence in machining, fittings, welding and fabrication and general manufacturing processes.
- iv. Be proficient in the operation, maintenance and servicing workshop machines, grinding machines, power saws and fabrication equipment.
- v. Have knowledge of workshop safety occupation health practices.
- vi. Possesses practical skills maintaining workshop tools, machines and equipment used for training.
- vii. Proficiency in computer use and applications.
- viii. Ability to follow instructions and work as part of a team.

Duties and Responsibilities

- i. Supervise daily operations of laboratories and workshops.
- ii. Ensure all equipment, tools, and machinery are functional, calibrated, and safe for use.
- iii. Maintain organized and well-equipped learning spaces.
- iv. Monitor inventory of equipment and recommend procurement needs.
- v. Provide advanced technical guidance to instructors and students.
- vi. Demonstrate correct use of laboratory/workshop equipment and safety procedures.
- vii. Assist in designing, testing, and implementing practical exercises and projects.
- viii. Support innovation projects and technical research activities.
- ix. Enforce strict adherence to occupational health, safety, and environmental standards.
- x. Conduct risk assessments and implement mitigation measures.
- xi. Ensure proper handling, storage, and disposal of hazardous materials.
- xii. Perform complex maintenance and minor repairs on laboratory/workshop equipment.
- xiii. Liaise with external suppliers and service providers for major repairs and calibration.
- xiv. Maintain detailed service and maintenance records for accountability.
- xv. Prepare technical reports on laboratory/workshop activities, safety audits, and inventory status.
- xvi. Follow all health, safety, and environmental guidelines in the laboratory/workshop.
- xvii. Any other duty that may be assigned.

**THIKA TECHNICAL
TRAINING INSTITUTE**
P.O BOX 91-01000, THIKA
TEL: (020) 2044965 ,
0700 777 799

Application letter, detailed Curriculum Vitae, photocopies of National Identification Card, professional and academic certificates, transcripts and testimonials, should be Clearly addressed to: -

The Chief Principal.
Thika Technical Training Institute,
P. O. Box 91-01000.
Thika.

The applications should reach the undersigned not later than Friday, 6/11/2026

Please Note that Only shortlisted candidate will be contacted. People With Disabilities are encouraged to apply. Thika Technical Training Institute is an equal opportunity employer.

